

August 2016

Dear Foster Home,

Now that we have become an independent Corporation and considering the imminent political pressures we see coming into play, as a group we must find a way to put our organization above reproach. Some of these pressures and high standards of corporate accountability for WRMi are listed below:

- We are now an official corporation with corporate type responsibilities for recordkeeping.
- We are a 501c3 which requires a much greater level of financial accountability.
- We are registered with the State to be a registered charity which puts us in line for possible audits, both financial and non-financial.
- We have signed insurance statements that claim we have certain contracts and certain statements in contracts etc.
- We need to have documentation to defend ourselves in court in case of any dog claims. We know that organizations such as HSUS, PETA, even Michigan Pet Alliance are working in Lansing to get regulations in place. Their goal is ours (elimination of bad rescues and puppy mills) but their approach will make things very difficult for good breeders and good rescues. This isn't speculation. We are watching these efforts take place in state after state.
- Organizations such as MPA made up of Humane Societies largely, see us as competition and see enough bad rescues that they have little trust in us; they want detailed paperwork. This is similar to the government getting gangsters who commit murder, not on murder charges, but on tax evasion charges. They know that it is difficult to put a puppy mill out of business based on how they care for the dogs but they can get them on poor paperwork more effectively. Unfortunately, they can get us also.

This binder is a tool we designed to make everyone's paperwork, documentation, and record keeping as simple as possible. When you follow the Binder page by page, step by step...it will basically take care of all the things we need from you. It will require that you use the Binder requisites **"in real time"**. This way, it will take a matter of minutes to complete each phase. This is rather than trying to retrace steps and do it all at one time when you really would have trouble finding an hour to sit down and do it all at one sitting. Moreover, we never know when a dog will need to transfer to another foster home, even if temporarily. So, all of this must stay current.

This binder must stay with the dog. If the dog is moved anywhere, even temporarily, the dog's binder goes with the dog. Consider it part of their movement/transfer "gear" just like their leash and harness. This is one reason it is crucial that the binder stays current!

We have worked hard to make this new process as simple and least labor intensive as possible for all of our indispensable foster homes. Please use the binder and give it a chance to do its job. If you feel there are better ways to approach some items, please keep a list so we can discuss it and together we can make the program even better, easier, and more efficient for everyone!

We do recognize that the care of the dog should be the top priority but we must be pragmatic enough to also realize that paperwork could cause us to lose all ability to help that dog. Thank you for all you do in both areas.

Sincerely,
Beth Widdows 248-879-2479
(Representing the Board of Westie Rescue Michigan Inc.)

DOG BITE POLICY

IF a foster dog inflicts a minor bite that does not require medical care:

- In most cases any bite that is a true bite and breaks the skin will result in the dog being euthanized. However, there may be special circumstances which we may take into consideration. Exceptions will be very rare.

IF a foster dog inflicts a bite which is serious enough to require medical care:

- The treating facility is required to report this bite to the authorities; at this point, the dog is legally a "biter". *(We do not check to see if they actually do fill out the paperwork.)*
- This will result in a contact by Animal Control and the dog must be tested for rabies. There are two methods to do this: euthanize immediately OR quarantine for 10 days, then euthanize. Our policy is always to euthanize and test after the fact; we do not quarantine the dog for 10 days and then euthanize. We do not give the dog ten more days during which the bite might be repeated.

This is our policy. You were informed of this policy when you signed the Foster Contract (or if a longer-term foster home, you were reminded of this policy on August 28, 2018). If, at any time, you decide you cannot accept this policy, please submit your resignation to the Board of Directors.

The Board of Westie Rescue Michigan Inc. August 28, 2018

Revised 9/6/18

FOSTER HOME REMINDER LIST
(Table of Contents)
(All of **bolded items** must be started immediately)

FIRST STEP: PRINT FOSTER GUIDE!!

1. Gather paperwork that comes with the dog

- Keep copy for foster guide
- **Send originals to coordinator immediately**

Includes:

- Surrender paperwork
- Medical records
- Registration papers

2. Medical paperwork

- Keep copy for foster guide; record in foster guide
- **Send originals to Treasurer and Coordinator immediately**

3. Behavior/Exposure Checklists

- Begin recording during first week
- Exposures checklist – Start by week 3

4. Temporary Care and Care Transfers

- Any time dog is left with someone for temporary care
 - prepare contract and get signatures
 - send to coordinator immediately
 - Give temporary Care person the foster guide with info on dog
- If dog is transferred to another foster home temporarily or permanently
 - prepare Info for foster home form
 - review with new foster home
 - Send along Foster Guide which includes all info on dog

5. Adoption preparation

- Review this section and checklist immediately and then again at 2-3 weeks
- Complete the checklist as you add things to the folder.
- When the new home is found, complete this information

6. Diary – Start this on day 1

- It can be written from scratch or made up largely of the 2-3 times a week posts to the email list about the dog's progress.

7. Adoption Package

- Prepare Information for Adopters
- Prepare Adoption Contract
- Complete the checklist started in #5 above

All of the above items are sent to the Coordinator when dog is adopted.

8. Follow Up Schedule

Keep this and maintain the contact schedule, document contacts. When done, turn this over to the Coordinator.

You are not in this alone! Contact Mentor or Coordinator if you need assistance with ANYTHING!

WESTIE RESCUE MICHIGAN, INC.

SECTION 1 - INTAKE

FOSTER HOME: File paperwork behind this tab as indicated. This book stays with the dog at all times. The dog cannot be relocated without this book, even on a temporary basis.

Ck Surr. Type ☐ **Date** **Orig to** **Date** **Copy**

Filed

In Binder

NOTE: When you are picking up a dog, especially from a shelter, it is wise to bring along a CapStar (purchase through your vet or on line and request reimbursement.) Give this as soon as possible after receiving the dog. This will begin to kill fleas within an hour.

OWNER SURRENDER (Check if this is an owner surrender)

Signed Surrender Contract and Signed Limitations Statement
(BOTH must be signed by ALL LEGAL OWNERS)

SHELTER DOG (Check if this is a shelter dog surrender)

All paperwork that came with the dog. If none is offered, ask them to sign off on simple form, attached.

This may include: Receipts for any fees; Record of Medical Care provided; Statement of reason for the dog being in the shelter or other items. See next page for a form to try to get signed if they offer no paperwork.

STRAY DOG (Check if this is a stray surrender)

Signed finder's statement of circumstances, including location of the find

Copy of Notices they posted and locations where posted

Copy of newspaper ad they have ran including when and where

(Consider the dog an "owned dog" if the finder kept the dog for a week or longer. In that case, revert to Owner Surrender procedure above.)

Always try to get the finder of a stray to take the dog to the nearest Humane Society (not Animal Control) for the hold period. If they will not do that and we must take the dog in, we must legally post notices in the area the dog was found and run an ad so location is important.

SEND THE ORIGINAL SURRENDER PAPERWORK TO THE DOG PAPERWORK COORDINATOR AS SOON AS YOU GET IT. You can keep a copy for your own information in the binder. This will not go to the new owner.

WESTIE RESCUE MICHIGAN, INC.
OWNER'S RELEASE AND SURRENDER CONTRACT

This contract is used by the ORIGINAL OWNER
when surrendering to Westie Rescue Michigan, Inc.
(Original goes to Rescue; Owner may make a copy to keep.)

WE APPRECIATE YOUR FINANCIAL SUPPORT. PLEASE MAKE CHECKS OUT TO:
Westie Rescue Michigan, Inc. and attach to this contract. The Contract and check will come to us with the dog.

DATE: _____

SURRENDER INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACTS: PHONE 1: _____ PHONE 2: _____

CELL: _____ EMAIL: _____

OTHER: _____

DOG INFORMATION:

BASIC:

CALL NAME _____

REGISTERED NAME _____

BIRTHDATE (approx age if date is not known) _____

GENDER _____ SPAYED OR NEUTERED? _____ If unspayed female, date of last heat: _____

COLOR _____

WEIGHT _____

TATTOO/CHIP ID # _____

SCARS/INJURIES _____

REGISTRATION PAPERS EXIST? _____ If "yes", send them to Westie Rescue

HOW OBTAINED:

☐ BREEDER (Name, address, phone): _____

☐ PET STORE: _____

☐ OTHER (Detail): _____

SURRENDER INFO:

Do you have the legal authority to surrender this dog? (If the owner has died, you must have a notorized letter giving you the authority as Executor of the Will.) _____

Reason(s) for surrendering the dog: _____

GENERAL DISPOSITION

AGGRESSION LEVEL: (Biting, nipping, threatening posture)

☐ None ☐ Yes, Detail _____

ANY OTHER AGGRESSIONS: (Detail, e.g., food bowl, dogs, etc.) _____

GETS ALONG WITH:

☐ Children 0 - 10 _____

☐ Children 11-15 _____

☐ Older Teens _____

☐ Dogs _____ ☐ Other Pets _____

FEARS AND OBSESSIONS _____

TRAINING

☐ OBEDIENCE TRAINED (Formally) _____

☐ HOUSE TRAINED _____

☐ CRATE TRAINED _____

☐ LEASH TRAINED _____

☐ OTHER _____

BEHAVIOR

☐ BARKER _____ ☐ DIGGER _____

☐ CHEWER _____ ☐ ESCAPE ARTIST _____

SLEEP AREAS _____ ALLOWED ON FURNITURE? _____

DOES TRICKS? _____

RIDES WELL IN CAR? _____ USED TO SEAT BELT OR CRATE IN CAR? _____

USED TO TOOTH BRUSHING? _____

HEALTH

VETERINARIAN NAME: _____

PHONE #: _____ PERMISSION TO CALL VET? _____

ATTACH DOG'S HEALTH RECORDS (Include any remaining meds.)

SHOT RECORD (Dates): _____ DISTEMPER COMBO: _____ RABIES _____

BORDETELLA _____

HEARTWORM PREVENTION (Brand, date last given): _____

ANY HEALTH CONCERNS? _____ WAS DOG EVER PREGNANT? _____

FOOD

BRAND NAME: _____ FEEDING TIMES: _____

HOW MUCH/HOW PREPARED/TOPPINGS? _____

Please send along some food with the dog so we don't have to switch to another brand too quickly.

ANSWERS THAT WILL HELP US HELP YOUR DOG

We understand that we are asking a lot of questions. But we will be able to help your dog so much more if we can gather these extra responses. We often get dogs in and wish we had known some things that we had not asked. So if you would please take the time to respond to these questions or add any additional information you feel may be helpful (you can write on the back of the sheet too), your dog will appreciate it very, very much.

BEHAVIOR

1. Reaction to vet: _____
2. Reaction to groomer: _____
3. Name/phone # of groomer: _____
4. How did you handle behavior problems? Name specific behavior problems and how you approached them:

5. What kind of an area did the dog have for exercise? _____
6. What type of area did your dog use for its "Potty"? What is your dog's normal schedule for pottyng?

7. What key words do you use? (e.g., "go potty", "do your business", etc.) _____

SOCIALIZATION

1. Did you take him to parks? _____
2. Did you walk him in public places? _____
3. Did you take him to local pet stores? _____
4. Did he go on vacation with the family? If not, how was the dog taken care of? _____

CHILDREN

1. Ages of children living with the dog: _____
2. Was the dog around other children? Where? How did the dog react? _____

FEARS, REACTIONS, RESPONSES

1. Does the dog react to trucks? _____
2. Does the dog react to the mail, UPS or delivery persons? _____
3. Does the dog react to the doorbell? _____
4. Does the dog react to thunderstorms? _____
5. Does the dog react to fireworks and other loud noises? _____
6. Does the dog react to bikes, strollers, etc.? _____
7. Are there other things the dog reacts strongly to? _____

TERMS OF RELEASE AND SURRENDER FOR ADOPTION

I/we, the undersigned, hereby IRREVOCABLY surrender to WESTIE RESCUE MICHIGAN, INC. a West Highland White Terrier (Westie) described as follows:

CALL NAME: _____ GENDER: _____

AGE (Birthdate): _____

1. REPRESENTATIONS & WARRANTIES

We hereby represent and warrant that the undersigned are the sole owner(s) of the above-described Westie. That I/we have full power and authority to surrender this animal for adoption, (if not AKC registration, cross remainder of this sentence out and initial _____) that I/we are the only person(s) who are listed as registered owner(s) of this animal with the AKC, that no other person or person's signatures are required to effect a valid transfer of AKC registration papers on this animal and that no other person or persons have any legal or equitable ownership interest in this animal.

2. DELIVERY OF REGISTRATION (Void if no registration exists)

I/we agree to, within three (3) days of the execution of this document, deliver TO RESCUE, a properly signed transfer of the AKC registration papers for the above described Westie.

3. OTHER PERTINENT INFORMATION

We agree to provide the above named new owner (Westie Rescue Michigan, Inc.) with any documents and all other available information concerning this Westie which might assist the new family, including health and shot records, pedigree, name and address of breeder or other person from whom the dog was acquired, and information concerning this Westie's "dog history", such as important life events and individual personality quirks. We certify that this dog is not possessed of any dangerous or vicious propensities and that we have not willfully concealed information about the dog that might indicate such propensities. The information I/we have provided about this dog is true and complete.

4. CONSENT FOR CONTACT

We understand that Westie Rescue Michigan, Inc. or the new owner may contact the breeder or previous owner or veterinarian to provide additional background information, to assist the new family in facilitating the animal's adjustment. In surrenders from foster care, because these are blind adoptions, the new owner must contact Westie Rescue Michigan with any questions.

5. SURRENDER OF RIGHTS

By executing this document, we understand that we are giving up forever all right, title and interest to the above-mentioned Westie and we further understand that all future decisions regarding this animal will be made solely by the Westie Rescue Michigan, Inc. and after adoption, the new owner, possibly in conjunction with Rescue. We also understand that if this Westie is later found to have such an unpredictable temperament as to be unsuitable for the average family, or if this animal's quality of life is substantially impaired, in the opinion Rescue or a competent veterinarian, by a chronic, irreversible, painful condition, euthanasia may be considered as a final alternative. Further, Westie Rescue does not pay medical bills for privately owned dogs nor will we allow an owner to adopt back a dog they have surrendered.

6. RELEASE AND INDEMNITY

I/we, the undersigned, hereby specifically and forever release, and hold Westie Rescue Michigan, Inc. (its Board of Directors, its members, officers and agents) harmless from all claims, demands, actions, causes of action, and any and all liability arising from the placement for adoption by Westie Rescue Michigan, Inc. in accordance with, and in reliance on, the representations we have made and the authorizations we have provided under the terms of this document. I/we agree to indemnify and hold harmless Westie Rescue Michigan, Inc. for any damages suffered and expenses incurred (including legal fees) in defending any legal action, whether for bodily injuries or death, property damage, breach of contract, or otherwise, whether instituted by us or by any other person or persons including the adoptive owners, arising out of or in consequence of the placement of the Westie, in reliance on the authorizations, representations and warranties we have made in this agreement.

7. DONATIONS

It is understood that Rescue does not buy or pay for dogs. This is a service to help place Westies in new homes when their present owners can no longer keep them. This service is free, however, a donation to help pay for rescue expenses is appreciated.

8. This agreement shall be governed by all applicable laws of the State of Michigan. If any provision of this agreement is deemed invalid, then said offending provision may be stricken from the agreement and the remaining provisions enforced.

THIS IS A LEGALLY BINDING DOCUMENT FOR THE IRREVOCABLE SURRENDER OF YOUR WESTIE FOR PLACEMENT WITH THE ABOVE NAMED PARTY. PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING. TAKE AS MUCH TIME AS YOU NEED TO FULLY CONSIDER THIS IMPORTANT DECISION.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL WESTIE RESCUE MICHIGAN, INC.

I have read the preceding and agree to the conditions set forth in this contract.

Date: (Month, Day, Year) _____

SIGNATURE OF OWNER:

SIGNATURE OF CO-OWNER:

ADDRESS

CITY, STATE, ZIP _____

PHONE - HOME _____ WORK _____

WITNESSED (optional)

RESCUE MEMBER (If present but optional)

RESCUE MEMBER: RECORD DATE DOG IS ACTUALLY RECEIVED INTO FOSTER CARE

DATE: _____

WESTIE RESCUE MICHIGAN, INC.
LIMITATIONS

Please understand that we have our limits. We are an organization of volunteers. We have no professional expertise. Our intent is to ***FIND GOOD HOMES FOR GOOD DOGS***. We do not pretend to be able to "fix" all kinds of behavior issues. If your dog is **AGGRESSIVE** or has bitten an adult, please do not ask us to live with the problem. Please understand that our families, friends and visitors do not want to be bitten; our dogs do not want to be attacked. Our neighbors don't want to listen to the non-stop barking when we must crate a dog that has not been trained. If your dog is unable to be crated or confined or has severe separation anxiety, we are not your solution! No one applies to us with the request to "Find me a Westie who bites" or "Let me adopt a Westie who cannot be controlled." We don't have foster space to spend months trying to rehabilitate these kinds of problems. If your dog has issues, it is your job to fix those issues. If your dog is aggressive or has bitten an adult, it is your responsibility to care for him and work with a behaviorist* to fix his issues or to hold him and love him while the vet puts him to sleep. Giving him to us will not prolong his life. We foster so that we can find these issues. And if we do, we do not pass them on to the next person. We do put these dogs to sleep. This isn't our job...it is yours. Don't make us do it for you. ***Note: We will help you find a behaviorist if you ask.**

Do understand that when we say "aggression" we do not include a dog that barks at squirrels or one who barks out the window at people going by. The Westie who will kill a mouse, rabbit, squirrel or bird does not disturb us. This is normal and what they were bred to do. Many Westies "mouth", that is, they lightly chew on your hand or arm in affection. This is a very gentle thing and is NOT aggressive. Puppies nip and "bite" but a six-month old puppy isn't "aggressive". We will take a puppy at that age and work with them. Westies **WILL** bark at the UPS deliveryman. But they don't **BITE** the delivery person or the casual visitor! **Most Westies won't tolerate a child who sits on them, or wakes them up from a sound sleep.** But they shouldn't attempt to bite every child who walks through the door. Westies don't have to be tranquilized to do the normal things in life! Talk honestly to us about your dog's aggressive behaviors. We don't want to reject a dog with normal Westie behaviors but we don't want to foster a dog that can't be safely placed.

We will work on less drastic behavior issues such as housebreaking or pulling on the leash. We will try to nurse a dog back to health if he has skin issues or many other medical issues. We will do what we can for these nice dogs that have problems their owners cannot or will not handle. But we are not here to solve the aggression problems that have built up over the years.

If you are thinking about surrendering your dog to us, please do the common sense things first. **If he isn't crate trained, start working intensively on fixing this.** You might find it will fix your issues to the extent that you can keep your dog. If not, your dog will not have to deal with separation from you AND the introduction of a crate all in one breath. And the foster parents will be able to concentrate on helping the dog in other ways.

Following are things we ask you to send with the dog:

- ♦ A filled out and signed Surrender contract which we will provide
- ♦ Medical records reflecting history including all shots, prescriptions and any other medical care that was required. (Your vet will provide this to you)
- ♦ A spay/neuter certificate from your vet
- ♦ A rabies certificate from your vet
- ♦ Belongings, e.g., crate, food/water bowls, toys, collar and leash, medicines. Heartworm prevention pills, some of the food currently being fed (at least a pound)
- ♦ AKC or other registration papers
- ♦ Microchip registration papers, signed to turn over to the next person (if the dog is microchipped)
- ♦ A donation is greatly appreciated. We will be spending money on your dog; please help us cover his costs and maybe some of the next dog's costs.

PLEASE BE HONEST WITH US. If you lie and tell us your dog is not aggressive when he really is, you are wasting our time and hurting other dogs that need the foster space. You are not helping your dog in any way. If you don't tell us about the dog's issues, we can't start working on those issues right away. It means he may not find a home nearly as quickly or he may be returned because the new family finds the issues instead of us.

Please sign and date this statement and return it to us along with the surrender contract. Your signature indicates that you have read and understood our limitations and agree that your dog fits into the guidelines of the type of dog we will accept into Rescue. Further understand that if we find that your dog is not a dog that is safe to place, we will put the dog down without contacting you.

(Signature of surrendering owner)

Date

SHELTER SURRENDER FORM

(If no paperwork is offered)

(Name): _____ shelter located at: _____

Telephone number: _____

Website: _____

is surrendering

Breed: _____

Age: _____

Name: _____

Male/Female: _____

SPAYED/NEUTERED: ☐

Reason for owner surrender: _____

How long has dog been in shelter: _____

Any other information available:

TO:

_____, Agent for Westie Rescue Michigan, Inc.

Signature of Shelter Worker releasing the dog: _____

Date: _____

WESTIE RESCUE MICHIGAN, INC.

SECTION 2 - OWNER MEDICAL AND OTHER OWNER PAPERWORK

FOSTER HOME: File paperwork behind this tab as indicated. This book stays with the dog at all times. The dog cannot be relocated without this book, even on a temporary basis.

Date	Date
Orig to	Filed Copy
Coord.	In Binder
_____	_____

All purchase/acquisition paperwork that came with the dog.

All medical paperwork that came with the dog. Note: If extensive, you may pick out the more significant pieces, e.g., any indication of previous illnesses, spay/neuter records, the latest inoculations and tests and keep copies of those rather than the entire package. (At adoption, the medical paperwork in this binder can be transferred to the adopter's package once the original owner's name, address, etc. is blocked out.)

Send the acquisition and medical paperwork to the Dog Paperwork Coordinator immediately. Keep copies of the paperwork in your binder.

_____	Do not keep
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IMMEDIATELY SEND ALL REGISTRATION PAPERWORK that might come with the dog to the (e.g., AKC, UKC, or any other registering organization) to the Dog Paperwork Coordinator. DO NOT copy or retain these papers and DO NOT, under any circumstances, give them or the "number" to the adopter. This paperwork must be confiscated at the time of surrender if it exists.

There is a black market for registration paperwork, particularly AKC paperwork and its existence can put the dog in danger.

FURTHER VISITS AS THEY OCCUR

_____	_____
_____	_____
_____	_____

-bill

-vet summary of the appointment (if your vet does this)

-any test results, dental charts, health certificate, spay/neuter certificate etc.

FURTHER VISITS AS THEY OCCUR:

_____	_____
_____	_____
_____	_____

-bill

-vet summary of the appointment (if your vet does this)

-any test results, dental charts, health certificate, spay/neuter certificate etc.

FURTHER VISITS AS THEY OCCUR:

_____	_____
_____	_____
_____	_____

-bill

-vet summary of the appointment (if your vet does this)

-any test results, dental charts, health certificate, spay/neuter certificate etc.

FURTHER VISITS AS THEY OCCUR:

_____	_____
_____	_____
_____	_____

-bill

-vet summary of the appointment (if your vet does this)

-any test results, dental charts, health certificate, spay/neuter certificate etc.

Continue documenting visits on a separate page if more occur that can be recorded here.

WESTIE RESCUE MICHIGAN INC.
MEDICAL CARE CHECKLIST
(Mail completed copy to Record Keeper)

<u>CHECK</u>	<u>ITEM</u> <u>DETAIL</u>	
<input type="checkbox"/>	FLEAS	Check immediately. If unsure, give a CAPSTAR and isolate
<input type="checkbox"/>	BATH/GROOM	Do immediately esp. if surgery is imminent.
<input type="checkbox"/>	EMAIL	Post to list <u>same day</u> . Ask about anything. Post photos immed. Post @ least 2x week.
<input type="checkbox"/>	MED RECORDS	Take ALL records to vet. If none, give vet name/# of previous vet. Ask vet staff to get records fax'd. Get copies for your files. If no records, assume no shots ever given and start over.
<input type="checkbox"/>	VET APT	Sch. before getting dog. Get in within 24 hrs. Isolate dog before, esp. if dog comes from shelter or looks mangy. If dog is up to date, do a well dog visit. (Isolate means they cannot even sniff each other through gating.) This is for your own dog's health.
<input type="checkbox"/>	SHOTS	Bring the dog completely up to date on shots. (If anesthesia is scheduled very soon, you may hold off for that. Any delay, make sure rabies is done.
	<input type="checkbox"/> Rabies	1 yr for puppies; 3 for adults if records show past shots
	<input type="checkbox"/> DHLPP	IF this is 2st known DHLPP, a booster is needed in 3 weeks. (Initials may vary from vet to vet) -3 year cycle is okay -1 year for Lepto
	<input type="checkbox"/> Bordetella	Redo if the person gave their own shots. (Shot or Nasal) If shot, booster is required; if nasal, must be repeated in six months.
	<input type="checkbox"/> Lyme	Request a Lyme Vaccination
	<input type="checkbox"/> Flu	Get the flu shot and booster in 2-3 weeks
<input type="checkbox"/>	HEALTH CERTIFICATE	Get a completed health certificate before placing the dog. Your vet may have a different name for this. It lists all shots and when given/when due; lists neuter and fecal check etc.
<input type="checkbox"/>	FECAL CK	Required. Take recent sample to vet or ask vet to obtain. PICK UP ALL POOH IMMEDIATELY UNTIL RESULTS ARE IN.
<input type="checkbox"/>	HEARTWORM TEST	<u>Always</u> have this test run. Do <u>not</u> give heartworm pills until results are back.
<input type="checkbox"/>	HEARTWORM PREVENTION	Sentinel will be provided in packet. Give one when test comes back negative. IF your vet prefers another brand, you can buy that and return Sentinel. We prefer Sentinel because it cares for internal parasites.
<input type="checkbox"/>	TICK PREVENTION	Get some form of Tick preventative http://www.marvistavet.com/tick-product-comparison.pml Buy 2, apply one and give one to adopter. If dog is in care long enough you may need to buy a third.

- | | | |
|--------------------------|----------------------|--|
| <input type="checkbox"/> | MICROCHIP | Have vet check for existing chip. IF none, have one inserted and Registered ASAP. (May wait for anesthesia if it will be very soon.) If vet charges for registration, have them register it to Westie Rescue Michigan, Inc. 12460 Pamela Court, Hartland, MI 48353; westierescuemi@yahoo.com 586-557-4622; 810-632-5477; 248-879-2479 (use 3 rd space if available). If they don't register, send papers to Maggie ASAP so she can get it done. If dog has chip, inform Maggie and give her chip brand and number so she can have it transferred. |
| <input type="checkbox"/> | NEUTER/SPAY | If dog is not altered, this must be done ASAP. Ask for spay/neuter certificate. |
| <input type="checkbox"/> | DENTAL | Most adults need this. We want the dog's teeth to be pristine when placed. Prefer this be done at same time as neuter but ASAP regardless. (Too often after delays we find the dog has been in pain.) If you can't get dental done immediately, contact us so we can get the dog in to another vet sooner. |
| <input type="checkbox"/> | OTHER | Tell the vet anything noted by person surrendering or that you have noticed such as lumps or bumps, limps, sneezing, sniffles, hair loss, runny eyes, shaking leg while running, smelly dog, possible UTI's etc. Loose knee caps are common. We don't normally fix them unless dog is in real pain but we do note them to adopter. ACL's we fix. Heart murmurs, unless possibly serious, we just note to the adopter. If possibly serious, get referral to specialist. |
| <input type="checkbox"/> | BLOOD PANEL | ALWAYS get a COMPLETE blood panel so we can catch anything possible and for a baseline. Do before surgery; for senior dogs, do the extra testing and surgical support recommended. Complete means more than just a CGC and includes things such as Kidney values and the new kidney test. This is usually under \$100 and is often sent out. GET A COPY FOR OUR RECORDS. |
| <input type="checkbox"/> | THYROID PANEL | Discuss if the dog appears to be a Cushing's dog. We prefer one that goes to MSU and takes a week or so. No in house panels for this. |
| <input type="checkbox"/> | EXTRA SURGERY | Get details and cost estimate, recovery time, prognosis and discuss with the Board before proceeding except in emergencies. |

WESTIE RESCUE MICHIGAN, INC.
SECTION 3 - RESCUE MEDICAL

FOSTER HOME: File paperwork behind this tab as indicated. This book stays with the dog at all times. The dog cannot be relocated without this book, even on a temporary basis.

Make a vet appointment as soon as you are aware you are getting the dog. Try to make it for the day of acquisition or the next day. Make a dental for the dog at the same time unless the dog is less than 1 year of age. (It can always be cancelled if not needed.) Make an appointment for spray/neuter at the same time unless you are aware the dog is already altered. Take the MEDICAL CHECKLIST to the vet appointment and check off as you complete each item. Date each item as they are completed.

NOTE: Send all medical bills/statements to the Dog Paperwork Coordinator and to the Treasurer. If you require reimbursement of any items, please mark them plainly on the Treasurer's copy and include your mailing address. (Note: AMC Troy bills will be taken care of and do not need to be sent. Just mark the first col. N/A and date the 2nd col. as you add them to the binder.) You may elect to keep files on your computer but the hardcopy **MUST** be filed in the binder and kept with the dog.) Send any non-medical items requiring reimbursement directly to the Treasurer. **IMMEDIATE ATTENTION**

Date	Date
Copy to	File Orig
Coord.	In Binder
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FIRST VISIT:

- bill _____
- vet summary of the appointment (if your vet does this) _____

SECOND VISIT:

- bill _____
- vet summary of the appointment (if your vet does this) _____
- any dental charts after a dental is performed; -health certificate, spay/neuter certificate etc. _____

WESTIE RESCUE MICHIGAN, INC.
SECTION 4 - FOSTER CARE

FOSTER HOME: File paperwork behind this tab as indicated. This book stays with the dog at all times. The dog cannot be relocated without this book, even on a temporary basis.

NOTE: These two checklists will help you evaluate the dog while in your care and identify problem areas to be worked on or identified to the adopter. They will also help Deb Duncan assist you with issues. Before contacting Deb for the first time, please be sure you have filled out and emailed her the first part of the form. You may not be able to accomplish all of the items but do as many as you can and include results in your documentation. Any you cannot do, mark as n/a and make a note as to why it couldn't be done.

Date	Date
Copy to	File Orig
Coor.	In Binder

BEHAVIORS CHECK LIST AT INTAKE (WEEK 1 AND 2)

EXPOSURES CHECK LIST (WEEK 3)

File these in your Rescue Binder behind this tab. It does not need to be sent to the Dog Paperwork Coordinator until the whole binder is sent at the end.

AUGUST 2016

BEHAVIOR CHECK LIST

Complete this checklist during the first 2 weeks. Provide to Deb Duncan when contacting her for assistance. Add other behaviors as needed. More detail can be included on the back.

The first line is an example.

BEHAVIORS CHECK LIST AT INTAKE (WEEK1 AND 2)

#	x	Behavior	Date	Response	Acceptable?	Work Plan Created?
18	x	Walk on lead	05/18/18	Pulled on lead	Needs Work	Yes
1		Cowering/hiding				
2		Hand Sensitivity				
3		Taking Treats				
4		Crate trained				
5		Guarding: food bowl				
6		Barking/response to no bark				
7		Taking toys from dog				
8		Guarding: furniture				
9		Guarding: yard				
10		Guarding: people				
11		Guarding: Other; e.g. toys, etc.				
12		Trade/Leave it				
13		Wait at door				
14		Reaction to doorbell				
15		Jumping on people				
16		Sound sensitivity				
17		Thunder; firecrackers etc.				
18		Walk on lead				
19		Riding in Car				
20		Behavior with other dogs				
21		Behavior with other pets				
22		Vet Visit report				
23		Groomer Visit report				
24		Separation				
25		Commands: Sit/Down				
26		Commands: Come				
27		At home Grooming; brushing, combing, bathing				
28		Toothbrushing				

This list may not be applicable to certain dogs such as young puppies or special needs dogs (blind, deaf, etc.) In this case, use to the extent possible and add notes on the back of the sheet.

EXPOSURE CHECKLIST

Complete this checklist starting 2 weeks into the foster care period. Do not begin placement until all boxes are checked. Review all areas that need improvement and determine if the dog can be placed and the adopter advised of the issue to be worked on, or if the issue must be resolved before placement. Mark as N/A if you are unable to meet an exposure item. Add other major exposures if you experience them.

REPEAT ANY ITEMS FROM THE BEHAVIOR LIST THAT WERE NOT ACCEPTABLE OR HAVE BECOME UNACCEPTABLE.

EXPOSURE CHECK LIST (WEEK 3 ON)

#	X	Exposure	Date	Response	Acceptable?	Delay Placement ?
1	x	Neighborhood Walk	05/18/18	Pulled on lead	Needs Work	No
1		Neighborhood Walk				
2		Ride in car				
3		Visit female with no pets				
4		Visit male with no pets				
5		Have friend visit your home with no pets				
6		Have friend & dog over for visit				
7		Visit Pet Store				
8		Meet cat				
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

(If the dog is a young puppy or special needs, use the form as best able with notes on the back as needed.)

WESTIE RESCUE MICHIGAN, INC.

SECTION 4a- TEMPORARY CARE AND CARE TRANSFERS

FOSTER HOME: File paperwork behind this tab as indicated. This book stays with the dog at all times. The dog cannot be relocated without this book, even on a temporary basis.

Whenever the dog is being left in the care of another person, paperwork is required. Anyone caring for the dog who has not signed a Foster Contract, must sign a temporary care contract. This needs be done only once, the first time the person cares for a dog. If the dog goes to another foster home, the Information for Foster Home form must be prepared and sent along with the dog. This gives the new foster home the information they need to make the transition easier. **MAKE SURE THE BINDER GOES WITH THE DOG. THE CAREGIVER MUST HAVE THE MEDICAL RECORDS IT**

CONTAINS.

Date	Date
Orig to	File Copy
Coord.	In Binder

☐

TEMPORARY CARE CONTRACT

- Have temporary care person sign the contract before leaving the dog. Send or Email and that contract to the Foster Home Coordinator. Rescue must know where the dog is while you are gone.

Date	Date
Orig to	File Copy
Foster H.	In Binder

☐

INFORMATION FOR FOSTER HOME

- Fill out the form and hand it to the Foster home. Make sure they review it so they can ask any question before the dog is left.

File a copy in your binder but send the original to the Foster Home Coordinator before leaving so that she will have the contact information for the temporary care giver in case she needs to reach that person while you are gone.

AUGUST 2016 rev Sep 2018

WESTIE RESCUE MICHIGAN, INC.

TEMPORARY CARE CONTRACT

(To be signed by any caregiver for a foster dog who is not part of our normal foster home network.)

(Make 1 copy of the signed agreement; a photocopy is acceptable; keep one and return the original to the foster home coordinator.)

A contract between "Westie Rescue Michigan, Inc." known herein as "Rescue" and the caretakers of the dog known herein as "temporary caregiver" or "TC". Rescue Officers or agents refer to the Rescue Board and Rescue Foster Home Coordinator.

The TC family fully understands that they are to act as a short-term babysitter for one or more rescued dogs. The dog is the property of the Rescue only and no "ownership interest" is transferred to the TC by virtue of this agreement. The following conditions apply to care of dogs while in the TC home's care whether in their home or the foster family home, or elsewhere.

1. The dog will be kept in the house or in a confined area on the grounds of the home at all times except when being transported to vet or groomer, or while in a socialization or exercise effort such as a trip to the park or a walk. When outdoors, the TC family will keep a close watch on the animal for his/her safety and that of others who might stray into the confined area.
2. The dog will be surrendered to an officer of Rescue immediately upon request.
3. The dog will be fed, watered and exercised appropriately. No dog will be allowed to run off lead in an unconfined area whether supervised or not; the dog must be kept in the house or in a secure yard unless an addendum to this contract specifies another arrangement.
4. No prong or shock collars are to be used at any time without express permission from Rescue.
5. The TC home will not be reimbursed for expenses by rescue (such as non-prescription food, food/water dishes, toys) incurred in the normal daily care of the animal. They will also not be reimbursed for damages to property by the animal. Expenditures incurred by the TC family other than emergency care and treatment require prior approval by Rescue. The TC family will be held responsible for unapproved expenditures. Routine vet care will be paid by Rescue but will not normally be handled by a TC. (See #7)
6. Rescue requires that the TC family have a crate available and used unless otherwise discussed with Rescue.
7. Any vet care while in TC care requires prior approval by Rescue except in an emergency situation. In an emergency, the TC home must attempt to contact Rescue as soon as possible but care of the dog must come first.
8. Questions or problems are to be directed to Rescue officers. If there is a need to remove the dog from the TC home, the animal is to be given directly to a Rescue agent or boarded if so directed by Rescue.
9. The TC family accepts responsibility for any and all events that occur in connection with the care of a rescue dog. The TC family agrees to release and indemnify Rescue and the West Highland White Terrier Club from any and all claims, known and unknown, now or hereafter, arising in connection with the dog. This includes any damage done by the dog.

10. This agreement shall be governed by all applicable laws of the State of Michigan. If any provision of this agreement is deemed invalid, then said offending provision may be stricken from the agreement and the remaining provisions enforced.

Signed this _____ day of _____ in the year _____
(date) (month) (year)

Signature(s) of the Temporary Care person: _____

PRINT OR TYPE:

NAME: _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE – HOME _____ WORK _____

Signature of the Rescue Agent or Foster Home: _____

PRINT OR TYPE:

NAME: _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE – HOME _____ WORK _____

WESTIE RESCUE MICHIGAN, INC.
INFORMATION PROVIDED TO FOSTER HOME

Use this form whenever a dog is moving to a new foster home, even temporarily

This form is to be prepared by the **old foster home**

DATE: _____

RESCUE INFORMATION:

NAME: _____ (For Westie Rescue)

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE # (home) () (work) ()

EMAIL ADDRESS (Legible please): _____ @ _____

DOG INFORMATION:

BASIC

CALL NAME _____

BIRTHDATE (Approximate age if date is not known) _____

SEX _____

SPAYED OR NEUTERED? _____

COLOR (BREED IF NOT WESTIE) _____

REGISTERED NAME _____

TATTOO/CHIP ID # _____

SCARS/INJURIES _____

HOW OBTAINED

Owner Surrender/shelter/stray/other; include origin if known)

GENERAL DISPOSITION

Describe the general behavior/disposition of this dog:

List any behaviors which need continued work:

GETS ALONG WITH:

Children 0-10 Rescue does not recommend Westies for young children

Children 11-15 _____

Older Teens _____

Dogs _____

Other Pets _____

FEARS/OBSESSIONS: _____

TRAINING

OBEDIENCE TRAINED (Formally) _____

HOUSE TRAINED _____

CRATE TRAINED _____

LEASH TRAINED _____

OTHER (Detail) _____

BEHAVIOR (Detail)

BARKER _____

DIGGER _____

CHEWER _____

ESCAPE ARTIST _____

